What is ISO 14001?

ISO 14001 is the international environmental management system standard that is increasingly being adopted and promoted by key sectors of the U.S. automotive and technology business sector. ISO 14001 prescribes uniform requirements of an EMS for the purpose of certification to the standard.

What is C3 and what are the benefits?

The C3 Program can provide your facility with both public recognition and specific regulatory benefits, and serve as a tangible award to your employees for their environmental improvement efforts. To qualify for C3 designation, you must be in compliance with environmental regulations and have in place both an EMS and pollution prevention program.

What is it going to cost?

There is no set cost for developing an EMS; it will vary by facility and the present vitality of your environmental program. You should expect that it will require many focused hours by a designated team, plus training and application of the program by all of your employees.

Can I do it myself?

While some companies do hire consultants to assist in developing a formal EMS, many companies (including small businesses) have developed and implemented very strong programs internally. It is dependent, in part, on the availability of an internal project manager who is willing to learn and lead. The DEQ guidance document was developed with the intent of assisting companies prepare an EMS themselves.

Where can I get more information?

The best place to start is by contacting staff in the Environmental Science and Services Division of DEQ. They can be reached at 1-800-662-9278.

Definitions

Aspects – Elements of your activities, products, or services that can interact with the environment (e.g., air emissions, waste generation).

Audit (Compliance) – Assessments, conducted either by you or a third party, to determine your compliance to environmental laws and regulations applicable to your facility.

Audit (EMS) – Assessments, conducted either by you or a third party, to determine the completeness, adequacy, and robustness of your EMS to a recognized standard.

Impacts – Any change in environmental conditions (either positive or negative) due to your activities, products, or services (e.g., decreased air quality, reduced stormwater discharges to surface waters).

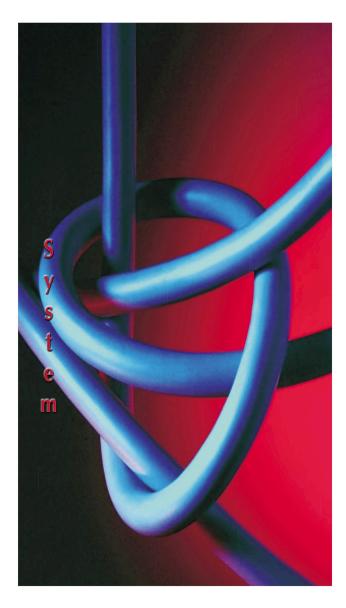
Interested Parties – Your employees, neighbors, community members, and customers that seek information and involvement in the environmental conduct of your facility.

Objectives – Qualitative goals that a facility sets to reduce significant impacts leading to improved environmental performance (e.g., reduced wastewater discharges).

Pollution Prevention – Eliminating or minimizing the generation of waste, or utilizing environmentally sound reuse or recycling practices.

Products, Services, Activities – All those things that your facility does or produces; initially compiled and examined to determine environmental aspects and possibly significant impacts.

Targets – Measurable, quantitative goals with set schedules to meet an objective (e.g., reduce wastewater solids discharges by 10 percent within one year).



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A Step-By-Step Guide

How to Develop and Implement a C3 Environmental Management System for your Facility









FAQS

Frequently Asked (and answered) Questions

What is an EMS?

An EMS (environmental management system) is an industry-developed and driven concept that provides:

- A voluntary system for identifying, controlling, and monitoring the environmental issues that are important to your facility, and aids you in integrating your response with the remainder of your operations, including human resources, training, and management.
- A set of procedures and instructions that you develop to assist you in the control of those activities.
- A means for you and your employees to take a proactive approach to environmental programs affecting your business.
- A tool to encourage your employees to make environmental issues an everyday part of your operations.
- A means to incorporate your environmental responsibilities into the day-to-day operations of your facility.

Why do an EMS?

There are a number of reasons to implement an EMS. Some of those that have been identified by companies that have an active EMS are:

- Save money by identifying opportunities to reduce energy use and waste generation.
- Improve regulatory compliance and reduce your environmental liability.
- Improve environmental performance.
- Meet customer requirements and provide a competitive advantage.
- Provide a structured approach that adds consistency to environmental programs.

Why do it using DEQ guidance?

The Michigan Department of Environmental Quality (DEQ) has developed an easy-to-follow EMS guidance document for small- and medium-sized business that is based on ISO 14001. It can lead you through the process in a logical manner and remove many of the questions and fears of developing an EMS. By following this guidance, you also move your company toward possible entry into the DEQ's Clean Corporate Citizen (C3) Program.

An Easy Step-by-Step Guide

for Developing and Implementing a C3 EMS for Your Facility

1. Obtain management commitment

3. Develop policy with six key program

4. Share policy with employees and key

. Schedule regular meetings of the team

2. Designate a project team

for developing the EMS

stakeholders

6.0

Emergency

Preparedness

and Response

1.0 **Environmental** Policy Development

Make sure you have management's commitment before you start

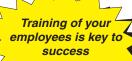
ownership

2.0 **Environmental Program** Development

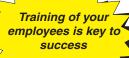
- Operations and **Activities**
- Assign a leader and a committed team.
- 1. Identify environmental aspects
- 2. Identify potentially signficant impacts 3. Set goals and targets for signficant
- 4. Include goals from P2 program into objectives and targets
- 5. Make sure objectives and targets support policy
- 6. Document your program

5.0

Training and



Tracking



- 1. Identify training needs

4.0

Reports and

Recordkeeping

- 2. Identify who will need training
- 3. Identify who will provide the training

1. Identify operations and activities that

2. Develop procedures that monitor,

3. Review procedures with necessary

4. Assure that operations and activities remain within acceptable target

on whether targets are being met

. Systematically review records and report

. Identify records that need to be kept

2. Develop system for keeping and

3. Identify where records are kept

4. Identify how long to keep records

5. Document reporting and recordkeeping

accessing records

procedures

need procedures

control and correct

people

parameters

- 4. Outline how training is tracked
- 5. Set up procedures for reviewing and updating training
- 6. Document EMS training procedures

correct any findings of your audits

1. Define authority, responsibility and

2. Develop procedures to identify and

3. Develp methods for regular voluntary

4. Determine how to audit your EMS

5. Develop a written EMS auditing

Concerned about audit findings?

See Michigan's audit

privilege and immunity law

correction on noncompliance

correct noncompliance issues

internal audits

procedure

Be prepared to

Environmental Self Audits & **EMS Audits**

- 7.0 Internal Communication

procedures

1. Identify emergency preparedness and

3. Develop emergency response plans

4. Make sure the necessary emergency

response equipment is available and

5. Develop written emergency response

6. Include incident review plan in EMS

and preparedness procedures

response requirements

response coordinator

employees are trained

2. Designate a central emergency

Internal communication is 2. Determine your target audience key to employee

- 5. Include an internal communication

- 1. Identify what you want to communicate
- 2. Determine who comprises your audience 3. Determine how to reach your audience
- 4. Designate a primary contact for external communications
- 5. Develop an EMS procedure for EMS communications, including records
- with your target audience

Helpful Hints

from the files of existing **EMS** implementers in Michigan

Seek Management Buy-In and Support

Support from the top is the most critical first step in the process of developing and implementing an EMS. Reinforce this support by informing senior management of the progress, milestones and benefits realized by implementing an EMS.

Don't Do It All At Once

Don't make your EMS the program of the month. Often the most successful programs tackle specific components of an EMS on a staggered step-by-step approach. [The Michigan DEQ's EMS Guidance Document offers a good framework, including examples, for developing an EMS in this manner.]

Use Your Existing Systems to Identify Activities, Products and Services

Don't Do It All By Yourself

Many companies can develop an EMS

using internal resources. However, you

Michigan DEQ staff, in developing all

or specific parts of your EMS.

can also seek assistance from consultants and

You know best what are those products, activities or services that you provide that may have a significant environmental impact, even if they are not regulated. Use your employees and existing systems to help frame your environmental policies, procedures, objectives and targets that set the baseline for continued improvement.

Learn the Value of Training Training, ranging from general environmental awareness to specific procedural training, is

invaluable in both informing your employees and getting their buy-in to the EMS and your goal of continual improvement. Use training to define both employee responsibility and authority as it relates to meeting environmental objectives.

Ask for Help

Questions? Call the Michigan DEQ's

Environmental Science and Services

Division. They can provide you with

documents, outlining EMS development and implementation.

additional information, including guidance

Focus on Improvement, Not on **Acronyms and Incentive Programs**

Customize your EMS with objectives and quantifiable targets that you can track, and that demonstrate value to areas not typically associated with environmental compliance activities (e.g., increased employee suggestions, reduced process waste, declining disposal costs). Don't let your program get lost in technical jargon, acronyms or awaiting public recognition.

Celebrate and Reward Small Victories

Reinforce your team and employee efforts by identifying and recognizing when milestones are achieved, or savings or efficiencies are realized. Internally celebrate and communicate

Stuck on a problem? Need help? Call Michigan DEQ
at 1-800-662-9278



Public Communication

8.0

- 1. Identify what you want to communicate
- 3. Determine how to reach the audience
- 4. Develop methods for internal communication
- procedure in your EMS

- 6. Establish external communications